

EAST PENN SCHOOL DISTRICT

2023-2024 BUDGET TIMELINE

Budget Planning and Preparation

October 18, 2022	The Business Office will distribute budget worksheets and budget allocations to central office and building leaders
TBA	Business Office host a zoom meeting to review/discuss budget process
Nov 1, 2022	Teachers and department chairs submit non-technology requisitions to the appropriate administrator. Principals submit building maintenance requests to the Facilities Director
Nov 9, 2022	Deadline for Building and CO leaders to submit budgets and priority requests.
Nov 9 to Nov 23, 2022	Building leaders will meet with their level-specific Assistant Superintendent to review their building budget and discuss priority items they submitted. CO Leaders and Athletic Director will meet with the Superintendent and Business Administrator to review CO department budgets.
Dec 6, 2022	CO leaders will meet to review, discuss, and rank all priority requests.
*January 23, 2023	Presentation of a Proposed Preliminary Budget -or- adoption of an "opt out" resolution indicating the District will not raise the rate of any tax by more than its Act 1 index (4.9% for 2023-2024)
January 26, 2023	Cabinet presentation - budget overview for leaders

Preliminary Budget Process *(not required if an "opt out" resolution is adopted)*

January 24, 2023	Place the Proposed Preliminary Budget on display for public inspection ¹
February 3, 2023	Give public notice of intent to adopt the Preliminary Budget ¹
*February 13, 2023	Adoption of the Preliminary Budget ¹
February 20, 2023	Preliminary Budget must be submitted to PDE ¹
February 24, 2023	Deadline to publish notice of intent to file for Act 1 exceptions ¹
March 3, 2023	Deadline to seek PDE approval for Act 1 exceptions ¹

Final Budget Process

*May 8, 2023	Adoption of the Proposed Final Budget. It must then be made available for public inspection 20 days prior to final adoption and notice of intent must be made 10 days prior to final adoption
May 23, 2023	Place the Proposed Final Budget on display for public inspection
June 2, 2023	Give public notice of intent to adopt the Final Budget
*June 12, 2023	Adoption of the Final Budget

* School Board Meeting

¹ Task is not completed if a resolution is adopted on or before January 23, 2023.

EAST PENN SCHOOL DISTRICT

BOARD MEETING DATES

November 14, 2022

December 5, 2022

December 12, 2022

January 9, 2023

January 23, 2023 – Budget “First Look” and Adopt Act 1 Resolution

February 13, 2023 – Budget Revenue or Expenditure Presentation

February 27, 2023 – Budget Revenue or Expenditure Presentation

March 13, 2023 – Long Range Fiscal and Capital Plan Presentation

March 27, 2023 – Priority Presentation #1

April 10, 2023 – No Board Meeting

April 24, 2023 – Priority Presentation #2

May 8, 2023 – Adopt Proposed Final Budget

May 22, 2023 – Budget Update (if needed)

June 12, 2023 – Adopt Final Budget